

# California Department of Veterans Affairs

## PROCESS MANAGEMENT COMMITTEE

### Minutes of Meeting

**Members Present:** Stewart Mackenzie, Connie Petersen, Bonnie Kelly, Kevin Johnson, John Smith, Debra Lehr and Diane Domino

**Non-Voting Members present:** Sue Rose-Wilson, Stacey Frank & Jacquie Ruiz

**Excused:** Debor Untal, Rosemarie Rojas, Janelle Anderson, Angie Reimer, Julie Bash (Patricia Reeder attempted to dial in but was unsuccessful)

**Date:** July 18, 2007

**Time:** 2:32 P.M.

**Place:** Executive Conference Room / Video

AGENDA ITEM/SUBJECT	DISCUSSION	ACTION/REVIEW DATE
<b>1. OPENING REMARKS</b> <b>Sue Rose-Wilson, Acting chair.</b> <b>It was overall accepted that introductions were not necessary.</b>		
<b>2. EEO</b>  a. News or updates -	Sue reiterated the need for the DAC to focus on recruitment of disabled veterans into the agency, since the primary function of DACs, pursuant to law, is to correct under-representations of disabled employees in state govt. The Secretary previously stressed that he wanted the DAC to focus in this area and collaborate with veterans organizations and the USDVA. The DAC must ascertain how the Secretary would like the effort carried forth. Another function of departmental DACs is to raise awareness of disabled issues in the workplace, which includes raising funds to cover those efforts.	
<b>3. Status of Cookbook Project</b>	<p>Notes from Debor state that only negative responses from the solicitation fund-raising letter have been received to date. John Smith provided much information for consideration related to how the DAC could accomplish its Mission. There was much discussion about the intent or viability of the Cookbook. The question was asked: what is the purpose of the cookbook? It was pointed out that so far only 30 recipes have been received (500 would be needed by 8/15).</p> <p>It was also noted that excitement for this particular fund-raising campaign is missing and is important for a successful outcome of our plans and ideas.</p> <p>The consensus amongst the members present was that we do not have enough time or resources to continue with the</p>	<p>Sue agreed to send John the letter for his review.</p> <p>John agreed to send Sue 2 – 3 “donation request” letters he has used in the past, which have been successful.</p>

	<p>cookbook effort to be ready for Disability Awareness Month in October. It was unanimously agreed that we would table the issue until next meeting when Debor could be present for a vote. It was decided that we would regroup to our Mission of “hiring vets”, the Committee’s initial, primary purpose.</p> <p>John offered to review our current solicitation letter and suggest editions which may help to make it more attractive for fundraising. He spoke in detail, providing fundraising ideas and guidance. He also offered to send us 2 or 3 of the letters that have been used for their fundraising efforts. The companies that received the initial letter are Albertsons, Safeway, Starbucks, McDonalds and the DAV.</p> <p>The \$110 raised from the Pizza Sale could be used to buy paper plates and utensils for serving food at future events.</p>	
<p><b>4. Alternate Fund Raising Activities to raise money for food for the 3 October 07 DAC Kick-off</b></p>	<p>There was much discussion about fundraising ideas which included contracting with licensed vendors to sell hot dogs, coffee, popcorn, or other food items outside the building, or providing us with items which we could sell.</p> <p>The next fundraiser is set as a Hot Dog Sale on August 9<sup>th</sup> (2<sup>nd</sup> Thursday in August)- a particular hot dog vendor is being considered to handle the actual sales. The 3<sup>rd</sup> fundraiser is set as a Bake Sale on August 23<sup>rd</sup> (4<sup>th</sup> Thursday in August.)</p> <p>Other ideas were proposed, such as Chinese food sale, Car Wash (pre-sale tickets), nachos and pizza, to raise funds. It was proposed that these fundraisers be held every other week until October 3rd.</p> <p>It was agreed final plans would be made at the next meeting.</p>	<p>Kevin Johnson will contact his friend who has a hot dog vending company, to ask what possibilities are available thru his company for a DAC fundraiser.</p> <p>Bonnie and Sue will contact the coffee vendors for any possibilities of having a coffee sale fundraiser.</p> <p>Sue agreed to get the approval of Executive Office for our current fundraising projects.</p>
<p><b>5. Status of vendors to support our October Awareness Month:</b></p>	<p>Connie expressed serious concern with the cookbook campaign – no excitement being generated and lack of participation by CDVA employees.</p> <p>Debra and Sue are still checking on securing commitments from exhibitors for the “Dog and Pony Show.”</p> <p>Sue suggested showing the “Ten</p>	

	<p>Commandments...” movie at kick-off again and having various disability communicators on-hand to teach awareness of communication techniques such as sign language, etc.</p> <p>It was agreed that we would finalize plans for Disability Awareness Month activities/vendors during the Aug. DAC mtg.</p>	
<b>6. Roundtable comments</b>	<p>A decision was made to drop the cookbook idea, but table the item for the next committee meeting.</p> <p>It was stated that Iraqi and Afghanistan veterans are not joining the veterans service organizations as in the past after previous wars. John stated he would assist with connecting the DAC with some veterans groups. Sue noted she would discuss John’s ideas for resources to assist with accomplishing the DAC’s goals with Secretary Johnson. It was suggested that veterans from the Iraqi and Afghanistan wars could be reached at the Universities they are attending.</p> <p>The necessary questions of which employment positions and how they will be made available to these veterans were asked. There was discussion and suggestions - CDVA may need to focus on particular positions; the Governor’s Global Mission may be the better approach for potential vets; provide opportunities at Stand Downs; post w/ CVSOs; via job fairs and partnering with the USDVA/various veterans orgs.</p> <p>It was agreed the “Ten Commandments” movie would be shown on 10/3. The following are other shows or ideas discussed: the Wheelchair, Dog and Pony, Sign Language Day, Hearing and Visual Signers, Disabled persons telling their phenomenal stories, and residents from our Homes who have competed and won events during the Golden Age Games and others who have phenomenal and extraordinary stories of overcoming their disabilities and other.</p>	

Meeting adjourned 3:43PM. Next meeting: August 15, 2007, 2:30PM.

Diane Domino, Executive Secretary, Veterans Homes Division  
Recorder